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ABSTRACT

This booklet contains information, activities, and interest inventories designed to encourage middle school students to begin thinking about career options and the educational requirements of various occupations. The following topics are covered: the importance of beginning career planning while still in middle school, the relationship between study and work skills, the concept of career ladders, steps in developing a career path, job interviews, sex stereotyping and occupations, and entrepreneurship. Also included are a series of tables summarizing the beginning annual earnings and education level and course requirements of 58 occupations grouped into the following interest areas: artistic, scientific, nature, authority, mechanical, industrial, business detail, persuasive, accommodating, humanitarian, social/business, and physical performing. An environmental crossword puzzle and list of basic steps in the decision-making process conclude the booklet. (MN)

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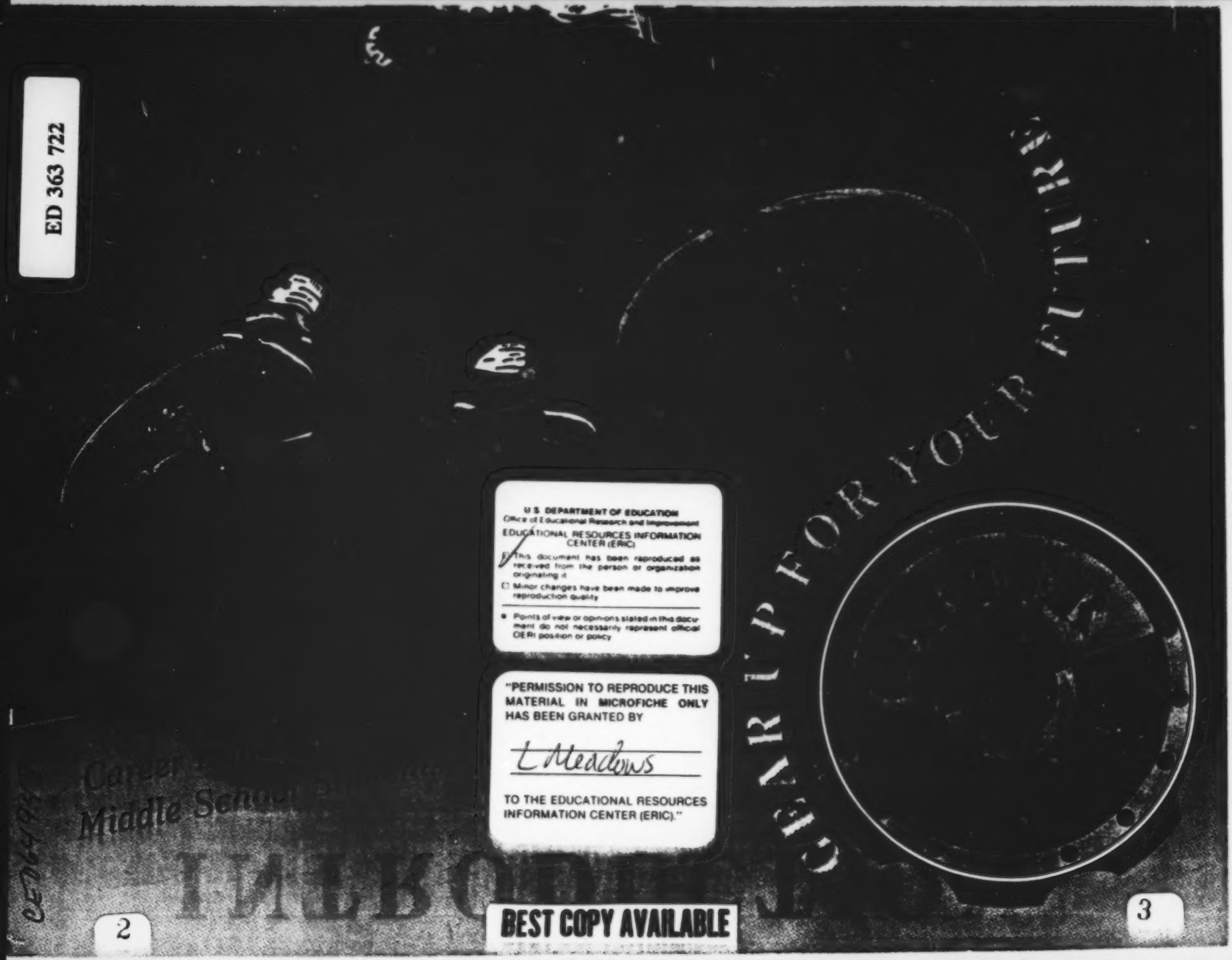

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

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INTRODUCTION

Remember how hard it was to learn to ride your bike? Now, you probably can ride without even thinking about it! Beginning to think about the future and planning career and education goals is similar - it's hard when you first start, but if you begin early and work hard your future success will be much easier.

Don't let the future happen to you - make your future the one you want! Use this Cruiser to begin that journey - climb on, take those first wobbly turns, get it in gear and let's get going!

Start Thinking About High School...NOW!

Listen up, eighth graders! You're on the fast track to high school. Many new experiences and adventures await you. There's lots of fun stuff but you will also make important decisions that will affect the rest of your life. As you complete the activities in the Career Cruiser you'll learn more about your interests and abilities and how to match them to occupations. Don't wait until it's too late in high school to take courses that will be important to you in going on to postsecondary education. Here's some other tidbits you may want to consider.

■ Don't underestimate your ability. Take higher level math and science courses. It'll give you an edge in tomorrow's workplace.

■ If college isn't for you, ask if special programs such as Tech Prep or Academies are available. These programs specialize in a certain career area and you can begin your coursework training in high school and finish in a vo-tech, community college, or university.

■ Set high standards. The more you expect from yourself, the more you will achieve.

■ Occupational specialists and counselors can assist you in learning more about your interests and abilities and how to relate them to the workplace.

■ Guys and gals, don't forget about looking at non-traditional occupations. In other words, don't allow sex-role stereotypes to limit your options. Skilled trade and technologies are commonly referred to as non-traditional occupations for females, while jobs in service, clerical, health, and sales are usually considered as non-traditional for males. So if you gals want to be an engineer or police officer...GO FOR IT!

■ Share with your parents or other family members any career exploration activities you are doing in school. Let them help you with your career decision making.

Success In School Depends On You

To be successful in high school you must develop good study habits, keep up with your homework, and stay focused. Many of the skills that you develop in school are the same ones you will need to get and keep a job. Imagine that your school is the workplace. The more effort you put into it, the bigger the payoff. Listed below are some tips that can help you be successful in school. Think about how each of these will help you when you are working in a job. After you're finished, list as many things you can think of that employers are looking for in a worker.

1. Schedule your homework the same time everyday.

Good homework and study skills count. By showing this kind of responsibility, your grades will soon show the results.

WORK SKILL _____

_____

_____

2. Do the hardest work first.

Don't put off the work that requires the most effort [illegible] may mean you have to hurry through the [illegible] work at the last minute. You won't have enough time left [illegible] your best effort.

WORK SKILL _____

_____

_____

3. Set up a special place to study and [illegible] your homework.

A desk in a well lit area is much [illegible] than lounging on the bed. You may go to sleep! Television will d[illegible]u when you're doing your work but some students can study [illegible] listening to music. Try some background music and be honest. [illegible] yourself singing along turn it off. Listen to music later, w[illegible] work.

WORK SKILL _____

_____

_____

4. Turn your assignments in on time.

If you don't, you'll either get a lower grade or no grade at all. Keeping up with your assignments makes it easier at test time, too.

WORK SKILL _____

_____

_____

5. Follow instructions.

If your teacher says to complete the odd numbered math problems, don't do the even numbered ones. If she wants it in pencil don't do it in ink. Get the message?

WORK SKILL _____

_____

_____

6. Be neat.

[illegible] make mistakes when doing your work, do a draft first. Write [illegible] and erase completely. Take your time and be sure your numbers [illegible]ers are legible.

WORK SKILL _____

_____

_____

7. [illegible] if you don't understand.

[illegible] listen carefully when your teacher is giving an assignment. Ask [illegible]ns until you understand exactly what you need to do. Don't [illegible] you can figure it out later when you're at home alone. And don't [illegible] on the homework line if your school has one. There won't be [illegible] on the job.

WORK SKILL _____

_____

_____

8. If you have a group assignment, be sure to do your part.

It's not fair to the other people in the group if you don't participate and turn in your part of the assignment on time. It's important to learn to work in a team.

WORK SKILL _____

_____

_____

CAREER LADDER
Climbing To The Top

What are your future career plans? Even in middle school it's not too early to begin planning your future career. A good way to start is to first consider your interests.

Within an area of interest there are many rungs on a career ladder. The higher you climb on the career ladder the more education, determination and desire to succeed you will need.

No one starts at the top. Since we all have to start at the bottom, think about climbing and whether you are going straight for the top or maybe stopping somewhere in-between and later continuing that climb up the ladder.

For example, if you have an interest in Natural Science or Biology, the possibilities for using those skills range from the bottom to the top of the career ladder. For example, some possibilities for direct-entry careers after high school might be laboratory assistant, fingerprint classifier, pharmacy assistant, or biological aide. Some possibilities for direct-entry careers after two years of postsecondary training are photo-optics technician, ultrasound technologist, or food tester. Career possibilities after completing a university education include environmental analyst, chemist, biologist, or agricultural scientist.

SCIENCE/TECHNOLOGY CAREER

Laboratory Tester
Direct Entry
$10,000 to start

Food Tester
Associate Degree
$17,000 to start

Agricultural Scientist
Bachelor's Degree
$22,000 to start

Developing A Career Path

You just had one example of a career ladder. Let's develop our own.

NAME: _____

LONG-TERM CAREER GOAL

OCCUPATION _____

Average salary/wage _____

Work days and hours _____

Describe work _____

_____

_____

_____

Intermediate job goals (jobs which might progress from the first job to my long-term career goal).

_____

_____

_____

Education or training I need beyond high school to reach my long-term career goal.

_____

_____

_____

Immediate job goal that would relate to my long-term career goal.

_____

_____

_____

Classes, jobs, and hobbies that relate to my long-term career goal.

_____

_____

_____

What Goes On In A Real Job, Anyway?

One of the very best ways to learn about an occupation is to interview someone who is already in that occupation. What occupation are you interested in? Your teacher may help you set up an interview, or you can call someone in that field. It may be a family friend, or you can use the phone book to find somebody to call. Use your best manners, call, introduce yourself and politely explain what you have in mind. Or write a letter, using standard business style, explaining your request and then call a week or two later to request a time. Remember that business people are often very busy, so the first person you call may not be able to help you. Be persistent and contact somebody else. The information you gain will be worth it.

Interview Sheet

Name of person interviewed: _____

Interviewer's name: _____

Job Title: _____

Company Name: _____

Address: _____

City/State/Zip: _____

What do you do in a typical day at your job?

_____

_____

_____

_____

_____

What do you enjoy most about your occupation?

_____

_____

_____

_____

_____

What do you like least?

_____

_____

_____

_____

_____

What kind of education, training and experience do you need for this occupation?

_____

_____

_____

What do you know now that you wish you had known when you first started out?

_____

_____

_____

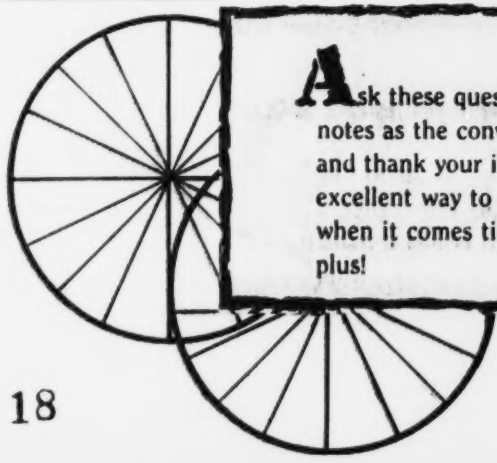
Is there anything else you can tell me that will help me to prepare for the future?

_____

_____

_____

_____



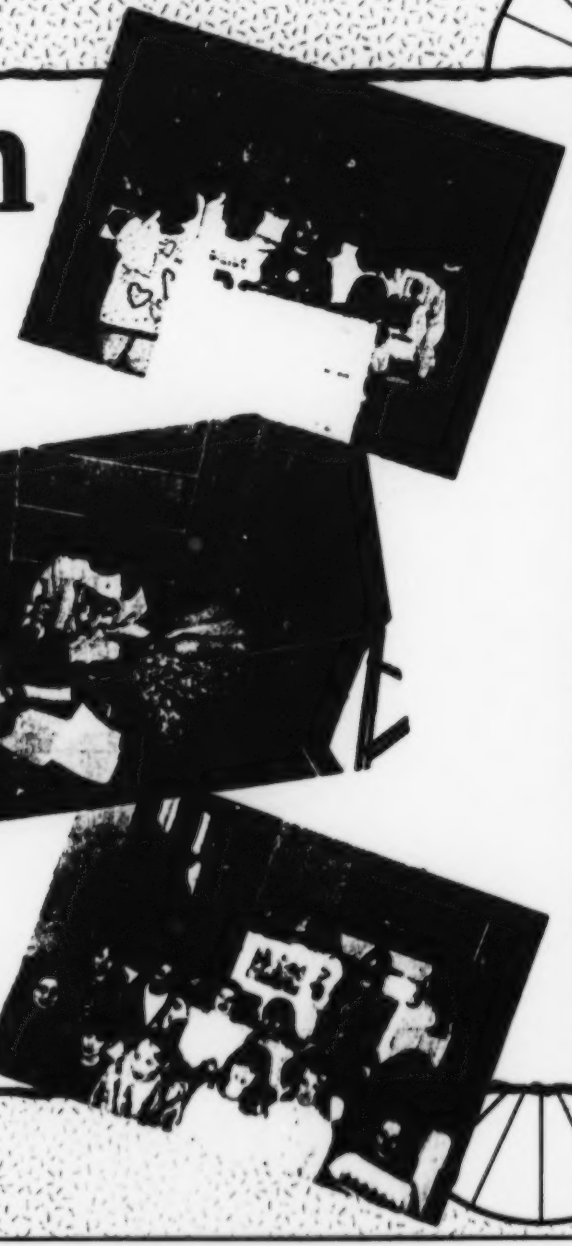
Ask these questions (you may have some of your own, too, and take notes as the conversation goes on.) Be sure to finish within your scheduled time and thank your interviewee before you leave. A follow up thank you note is an excellent way to finish. Who knows? The person you talk to may remember you when it comes time to look for work. A contact in your chosen field will be a big plus!

New Moon

Do you like to read? Do you dream of becoming a writer or editor? A new magazine, *New Moon*, has an editoral board of middle school girls, ages 10 to 14, who also help with the actual production of the magazine. *New Moon* is especially for girls and has stories and activities to help them grow up strong and confident. The girls developed the different departments, themes and features of the magazine and wrote and drew original material. They also edited the work submitted by other girls, and material submitted by professional adult writers. They participated in the graphic design and went on media interviews to tell the story of *New Moon*. For more information about *New Moon*, which also has a companion parent's guide, you can write to:

New Moon, P.O. Box 3587, Duluth, MN 55803-3587

The pictures show the *New Moon* editorial board with the first signature of the first edition, with the original cover art, and doing some copy editing. These girls have taken the first steps towards a career in print media that some of them may want to pursue as they grow up. It's something for you to think about, too.



Male or Female?

Sometimes we think of occupations as being only for men, or only for women. Let's take a minute to think about this. Check the space by each occupation if an occupation is usually for men or women. Then spend some time thinking about the questions that follow. You may want to discuss this in class, too.

	MALE	FEMALE	EITHER
Nurse			
Hockey Player			
Pilot			
Typist			
Soldier			
Bus Driver			
Miner			
Farmer			
Elementary Teacher			
Telephone Operator			
Boxer			
Senator			
Hair Stylist			

	MALE	FEMALE	EITHER
Plumber			
Artist			
Judge			
Model			
Gymnast			
Scientist			
Explorer			
Football Player			
File Clerk			
Airline Attendant			
Race Driver			
Doctor (M.D.)			

A. Did we stereotype occupations? Why?

B. Do you think job discrimination should be eliminated completely?

C. If your parents were making this check list, how would it look?

D. How about your grandparents' list?

E. Your children?

F. Is there discrimination and stereotyping of boys and girls in school?

G. Does anyone have an example?

H. In what areas particularly?

Thinking About Becoming An Entrepreneur?

Have you ever dreamed about being your own boss? Are you a self-starter, have a good deal of self-confidence, able to make decisions, have good common sense, work well with people or are you a risk-taker? Then you may have what it takes to own and manage your own business, to be an "entrepreneur." Maybe someone in your family, or a family friend, owns their own business.

Entrepreneurs are people who have their own special talents, but don't need to be the inventors of new products or services. The entrepreneur provides a new or better way to provide products or services to the customer. If you currently babysit, mow lawns, or walk pets for extra money, then you are an entrepreneur!

DID YOU KNOW?

- About 50% of entrepreneurs have parents who owned a business.
- Most entrepreneurs have at least a high school diploma.
- Entrepreneurs are influenced early in their lives by people who are already successful in business (role models).
- Thirty-five percent of entrepreneurs are under the age of 30.

Qualities such as determination, energy, and an ability to learn from previous experience can make a difference between the successful or unsuccessful entrepreneur.

Let's look at some advantages and disadvantages to being your own boss.

ADVANTAGES

- **Personal Satisfaction:** Self-employed people can do something they enjoy every day!
- **Relative Freedom:** Entrepreneurs are free from outside supervision. They can arrange their own hours.
- **Personal Creativity:** Entrepreneurs do not have to consult the boss or supervisor before trying out their own ideas.
- **Control:** Entrepreneurs have control of their working conditions. They control where they live, the hours they work, and they cannot be laid off, transferred or fired!
- **A Sense of Achievement:** Entrepreneurs get a chance to set and fulfill goals that they have determined for themselves.

DISADVANTAGES

■ **Risks:** As an entrepreneur, your destiny is in your own hands, but your income depends upon how successful your business is. If you fail you may lose your investment. You must be prepared to operate at a loss for at least the first six months, maybe longer. Make sure you have adequate money (called working capital) for that time.

■ **Long Hours:** An entrepreneur's time is sacrificed for the business, especially in the beginning. This can mean long work days, including evenings, and weekends. This can be hard on family relations.

■ **Loss of Guaranteed Income:** A new business rarely meets personal and family financial needs at first. Expenses often equal the income of a new business.

■ **Loss of Benefits:** Benefits such as employer provided health and life insurance and paid sick leave are lost. Sometimes it is years before the entrepreneur feels free to take a vacation (and then often only a short one)!

■ **Increased Responsibility:** Unless some family member, friend or partner is involved, the entrepreneur has total responsibility for running the business. This means handling all the work and making all the decisions related to the business.

If you think you want to be your own boss, start now learning as much as you can about "entrepreneurship." Talk with people who own their own businesses about how they got started and the training they received. Consider taking classes in the future in business management. Vocational schools provide training in skills and may provide more in-depth entrepreneurship courses for those who wish to go into business for themselves. They are also a valuable link to local entrepreneurs who are experts in their fields.

This is the time to dream! The time to think of starting your own business! What might you name your business? What kind of business is it? What makes your business the best? Where is it located? What kind of customers will your business attract?

You really can be what you want to be!

What Do You Like To Do?

Interests are your likes and dislikes for different kinds of activities. The more your interests match the job in which you work, the happier you will be.

5	4	3	2	1
LIKE VERY MUCH	LIKE	NOT SURE	SOMEWHAT LIKE	DISLIKE

Keep in mind that you may not like all the activities listed, but if you like at least three of them, you probably should score that area a level 4 and give it consideration.

Place the number (5-1) in the box of the interest area listing the activities you think you would like doing.

☐ **ARTISTIC**
- Being on stage
- Playing in a band, orchestra or group
- Writing stories or plays
- Designing sets for plays
- Working on the school newspaper
- Taking a dance class
- Restoring works of art

☐ **AUTHORITY**
- Arresting criminals
- Patroling in a police car
- Investigating fires
- Protecting people and animals
- Doing things where there may be a risk of injury
- Investigating crimes

☐ **BUSINESS DETAIL**
- Filing papers in an office
- Keeping track of money
- Typing or writing reports
- Working with computers
- Answering the telephone and greeting customers
- Studying legal documents to find information

☐ **HUMANITARIAN**
- Helping people with personal problems
- Caring for sick or injured people
- Helping people decide what kind of job they want
- Taking care of young children
- Working for a church
- Helping an injured person learn to walk again

☐ **SCIENTIFIC**

Doing tests in a laboratory
Reading scientific books or magazines
Taking a biology class
Working on people's teeth
Studying people's behavior
Touring a health clinic

☐ **NATURE**

Taking care of farm animals
Raising tropical fish
Working outside with plants and animals
Training horses
Being a hunting or fishing guide
Planting a garden

☐ **MECHANICAL**

Building things
Repairing engines
Helping repair a car
Designing automobiles
Piloting an aircraft
Designing roads and bridges

☐ **INDUSTRIAL**

Operating a printing press
Putting small objects together
Operating machines to make metal or clothing articles
Sorting fruit according to size
Baking cookies, cakes and desserts
Using a welding torch

☐ **PERSUASIVE**

Selling houses and land
Using the telephone to sell merchandise
Selling clothes in a department store
Driving a regular route to deliver or sell merchandise
Selling insurance
Talking people into buying something

☐ **ACCOMMODATING**

Cutting and styling hair
Taking food orders in a restaurant
Guiding people on a tour
Helping hotel guests get taxicabs
Driving a school bus
Showing a friend how to use make up

☐ **SOCIAL/BUSINESS**

Helping others to learn
Managing a store
Being on a debate team
Teaching students
Managing a bank department
Developing a plan for others to follow

☐ **PHYSICAL PERFORMING**

Playing professional sports
Finding players for a professional sports team
Riding race horses professionally
Developing plans and strategies to win ball games
Being a professional golfer
Performing as a trapeze artist in a circus

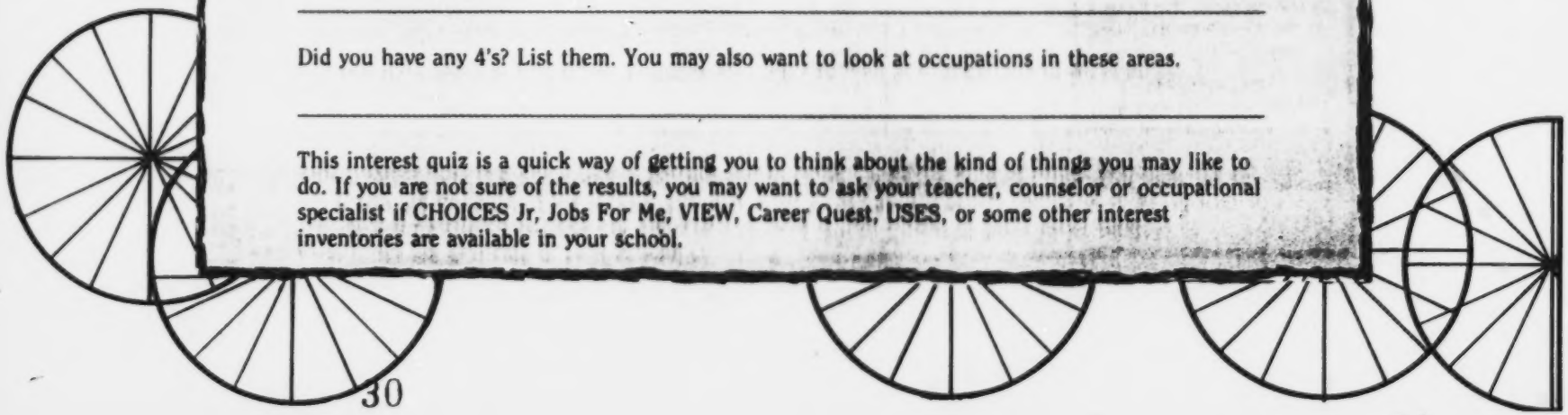
Did you have any 5's? List them. These are the areas in which you are most interested in.

_____

Did you have any 4's? List them. You may also want to look at occupations in these areas.

_____

This interest quiz is a quick way of getting you to think about the kind of things you may like to do. If you are not sure of the results, you may want to ask your teacher, counselor or occupational specialist if CHOICES Jr, Jobs For Me, VIEW, Career Quest, USES, or some other interest inventories are available in your school.



ARTISTIC

These people have very special, creative talents. Some may like to sing and dance in front of an audience. They like to express themselves through painting, sculpturing, and decorating.

Some occupations are:
Actor, Artist, Dancer, Designer, Editor, Fashion Designer, Interior, Musician, Photographer, Police Artist, Writer.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Television Technician - Works as member of a television station to assist in recording and transmitting broadcasts. Duties may include operating cameras, controlling console, and setting up and operating various equipment such as lights and microphones.	$13,000 to $16,999	Two to four years Community College, Vocational/Technical Institute or University	Radio/Television Production & Broadcasting; Sound Recording Technology; Video Technology
Sound Effects Technician - Operates special equipment to imitate sounds for broadcasting, motion picture, and stage productions. Produces sounds by artificial means and records sounds using tape recording equipment. Catalogs the recording according to content and places them in library. Studies sound-effects requirements for radio or television programs. Checks the recording to make sure the sound effects go along with the program material. Monitors broadcasts.	$17,000 to $21,999	Two to four years Community College, Vocational/Technical Institute or University	Sound Recording Technology
Interior Designer - Plans, designs and arranges interiors and furnishings for homes, offices, or commercial buildings. Develops designs for interior, lighting, furniture, floor and window coverings and presents ideas to customers. May specialize in designing spaces accessible to elderly or people with disabilities.	$13,000 to $16,999	Undergraduate Degree	Interior Design; Home Furnishings & Equipment Management, Production
Graphic Designer - Designs and arranges art in advertisements, books, magazines, and newspapers. Studies drawing, photos, and the text, and sketches pictures to be used in laying out the page. Cuts out unneeded parts of photos to be used to save space and create the best effect. Paints or draws a sample of the finished layout, and hands it in for approval. Decides on the size and style of type to be used. Makes notes on worksheet.	$17,000 to $21,999	One to two years Community College, Vocational/Technical Institute	Graphic Design
Radio & Television Announcer - Introduces and hosts radio and TV programs. Interviews guests and acts as master of ceremonies. May operate the control board, sell advertising time, and write commercials or new copy. Announcers in TV may specialize in sports, weather or general news. Radio announcers may play music or host talk shows.	$13,000 to $16,999	High School graduate or two or four years Community College, Vocational/Technical or University	Communications, General; Journalism; Radio/TV News Broadcast; English, General; Speech, Debate

SCIENTIFIC

These people like to do research. Workers in this area also like to collect information and do experiments using laboratory equipment. Some may study medicine in order to help people or animals.

Some occupations are:
Agronomist, Anesthesiologist, Chiropractor, Fingerprint Classifier, Pathologist, Pharmacist, Radiologist, Soil Conservationist, Ultrasound Technologist.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Veterinarian - Studies, diagnoses, treats and helps to control diseases and injuries among animals. Helps prevent the outbreak and spread of animal diseases. Operates on sick or injured animals and gives medicines, drugs, and vaccines.	$22,000 to $26,999	Five or more years University	Pre-Veterinary, Veterinary Medicine
Meteorologist - Studies the atmosphere to predict weather conditions. Observes and records weather patterns. Develops ways to make more accurate weather forecasts. Prepares special forecasts for airplane pilots, ship captains, farmers.	$50,000 and above	Five or more years University	Atmospheric Sciences and Meteorology
Physician - Provides medical services for members of a family, regardless of age or sex on a continuing bases. Keeps records of patients' medical histories. Requests or performs diagnostic tests and administers or prescribes medications. Promotes health by advising patients on hygiene, diet, and disease prevention.	$40,000 to $49,999	Five or more years University	Medicine, General, Sports, Emergency; Allergies & Endomology; Pediatrics; Plastic Surgery; Psychiatry; Hematology
Speech Pathologist - Specializes in diagnosing and treating speech, language, or hearing disorders. May work with clients with cleft palate, mental retardation, or emotional problems. Plans and directs rehabilitative treatment programs to restore or improve communication. Speech Pathologists may also teach or conduct research related to speech and language problems.	$22,000 to $26,999	Five or more years University	Audiology; Speech Pathology
Medical Scientist - Studies human and animal health. Conducts research to increase the understanding of and develop cures for health problems. Studies the structure of cells, tissues and organs and the effects of drugs, poisons, parasites upon tissue.	$40,000 to $49,999	Five or more years University	Clinical Pathology; Epidemiology

NATURE

These people like activities to do with plants and animals, u ually in an outdoor setting. Others like managing places such as farms, parks and gardens where they are involved with plants and animals alike. They may like doing physical work outdoors or even training or taking care of animals.

Some occupations are:
Animal Breeder, Farmer, Horse Trainer, Landscape Gardener, Livestock Worker, Nursery Manager, Nursery Worker.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Gardener or Groundskeeper - Takes care of lawns, trees, flowers and shrubs in such places as parks, golf courses and cemeteries. Also cares for buildings and equipment. Duties may range from planting trees and moving grass to digging ditches and picking up litter.	$17,000 to $21,999	Eight to eleven years education	Horticulture, General; Landscaping; Turf Management
Inspector of Agricultural Products - Inspects farm products for quality before they are sold. Tries to make sure that products to be sold are in good condition. Some search fields and warehouses for pests. Some inspect and grade farm products or inspect poultry farms.	$13,000 to $16,999	High School graduation or less than one year Community College, Vocational/Technical Institute	Agricultural Services, Marketing
Forestry and Conservation Worker - Transplants seedlings and trees. Controls insects, pests and diseases harmful to trees, shrubs and plants. Controls soil erosion. Works primarily in forested areas and woodlands.	$9,000 to $12,999	Eight to Eleven years education	Horticulture; Conservation; Forest Production; Forest Management; Wood Science
Animal Caretaker - Cares for and grooms animals. Feeds them and checks for signs of injury or illness. May record information about their bloodline, diet, and medical history. May clean, build, and repair pens. May sterilize equipment.	$9,000 to $12,999	Eight to Eleven years education	Pet Grooming; Horseshoing; Horse Handling and Care
Tree Surgeon - Trims and treats trees and shrubs in parks, along streets, and on private property to improve their appearance and health. Examines trees to determine the treatment they need. Uses ladders or truck hydraulic platforms to reach tree. Cuts off dead limbs and trims top branches to improve tree appearance. Uses various tools such as hand saw, chain saw, and pruners. Paints protective material over cut surfaces to prevent the loss of sap.	$13,000 to $16,999	One to two years Community College, Vocational/Technical Institute	Horticulture

AUTHORITY

These people like to protect people and property. Workers in this area enforce laws, regulations and respond to emergencies. These people have to use good judgement and communicate well.

Some occupations are:
Fire Fighter, Fish and Game Warden, Investigator (Narcotics), Park Ranger, Police Detective, Sheriff.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Airline Security Representative - Screens passengers and visitors for weapons, explosives, or other forbidden articles to prevent articles form being taken into the area of the air terminal or on the plane. Examines pockets for forbidden articles. Directs persons to pass through metal detecting device. Asks persons to remove metal articles if metal detector goes off. Place carry on baggage or other containers onto x-ray device. Notifies security guard of forbidden articles found.	$13,000 to $16,999	High School graduation or less than one year Vocational/Technical Institute	Low Enforcement or Direct Entry
Corrections Officer - Maintains the safekeeping of persons who have been arrested and sent to prison or rehabilitation. May guard prisoners in transit between courtroom and jail. Maintains order in the correctional facility; enforces rules; monitors inmates' activities. Inspects facility to insure safety of inmates.	$13,000 to $16,999	Less than one year Community College, Vocational/Technical Institute	Administration, Correctional/Law Enforcement; Criminal Justice; Forensic Studies
Police Patrol Officer - Maintains order, enforces laws, and protects life and property in an assigned district or beat. Patrols specific area on foot or in a vehicle. Directs traffic, issues traffic tickets, investigates accidents, and makes arrests.	$22,000 to $26,999	High School graduation or one to two years Community College or Vocational/Technical Institute	Corrections; Criminal Justice Studies; Law Enforcement; Forensic Studies; Correctional Administration
FBI Special Agent - Investigates alleged or suspected violations of federal laws to decide if there is enough evidence to recommend prosecution. Investigates violations of federal laws. Analyzes charge or complaint and identifies what issues are involved. Gets leads to information from informants. Questions and observes suspects and witnesses. Reexamines all evidence to be sure facts are correct. Testifies before grand juries.	$27,000 to $32,999	Undergraduate Degree	Corrections; Criminal Justice Studies; Law Enforcement; Forensic Studies; Correctional Administration; Criminology
Fire Marshal - Supervises the activities of fire fighters at an industry or large business. Inspects the equipment and buildings to make sure they are under fire regulations. Inspects fire fighting equipment. Orders parts for equipment. Issues permits for the source and use of hazardous or flammable materials. Inspects the industrial area for combustion hazards. Orders and directs fire drills. Directs firefighting and rescue activities.	$22,000 to $26,999	Undergraduate Degree	Fire Control & Safety Technology; Fire Protection Administration

MECHANICAL

These people like to work with machines and hand tools. Workers in this area may like using their own ideas to create and repair things. Some may even drive or operate special equipment.

Some occupations are:
Air Traffic Controller, Aircraft Pilot, Architect, Automobile Mechanic, Chemical Engineer, Construction Manager, Data Processing Equipment Repairer, Drafter, Upholsterer.

Title : Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Carpenter - Builds, installs, and repairs fixtures or structures of wood, plywood, wallboard, plastic or fiberglass. Follows blueprints, sketches or building plans; uses measuring instruments, power tools, and a variety of handtools to shape, assemble, install or build structures.	$27,000 to $32,999	High School graduation or one or two years Community College, Vocational/Technical Institute	Carpentry
Agricultural Engineer - Uses knowledge of biology and engineering to find ways to make farms run better and produce more. Designs farm machines, structures, and equipment that will improve the production, processing, and delivery of farm products. Studies problems involving tools and machinery, soil and water conservation, plants and animals, and farm crops.	$22,000 to $26,999	Undergraduate Degree	Agricultural Engineering
Cook, Restaurant - Plans menus and cooks food in eating establishments, follows recipes. Handles food when measuring, cleaning, and preparing it. Uses kitchen utensils. May keep records of food supplies and order food as needed. May wash dishes.	$9,000 to $12,999	High School graduation or two to four years Community College, Vocational/Technical Institute or University	Food Production, Management & Services; Chef/Cook; Food Service
Food Service Worker - Prepares, seasons and cooks seafood, salads, meats, vegetables, soups and desserts. Adjusts thermostat controls of ovens, broilers, grills or steamers. Measures and mixes ingredients according to recipe. May wash, peel, cut or shred vegetables or fruits to prepare for use. May specialize in type of meal prepared.	$22,000 to $26,999	Eight to eleven years education	Food Production, Management & Services; Food Service
Optician - Designs, fits and adapts lenses and frames according to optical prescription. Recommends specific lenses for safety and efficiency. Assists client in selecting frames. May measure client's bridge, eye size, temple length, or cornea. Provides instructions to optical lab to grind and fit lens to frame.	$22,000 to $26,999	One to two years Community College, Vocational/Technical Institution	Optical Technology; Ophthalmic Dispensing, Technology & Services

INDUSTRIAL

These people like doing the same things over and over by following a set of directions. They may work in a factory setting which produces products in large amounts. Some may operate machines. Others inspect, test, weigh or sort products.

Some occupations are:
Assembler (product), Automobile Assembler, Cannery Worker, Chemical Plant Operator, Furniture Assembler, Press Machine Operator, Printing Press Operator.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Baker - Mixes and bakes ingredients according to recipes to make large amounts of bread and other baked goods. Measures and mixes flour, sugar and other ingredients to prepare batters and dough. Shapes dough; places it in pans; bakes it.	$13,000 to $16,999	Grade twelve plus Apprenticeship (2-5 years)	Food Production, Management & Services
Butcher - Cuts meat into sections using knives, saws, slicers, and power cutters. Cuts, trims, and bones sections of meat to make roasts, steaks and other pieces. Work in restaurants, slaughter houses or meat packing firms.	$13,000 to $16,999	Grade twelve plus Apprenticeship (2-5 years)	Food Products; Meat Cutting; Slaughtering & Butchering
Electrical Equipment Tester - Tests and adjusts electrical equipment to make sure aircraft specifications are met. Examines alternators, batteries, circuit breakers and solenoids for surface defects. Uses voltmeters, ammeters, and oscilloscope. Adjusts moving parts as indicated by the tests. Stamp or attaches tags to approved equipment. Records results or tests.	$13,000 to $16,999	Grade twelve plus Apprenticeship (2-5 years)	Electronics; Electrician
Instrument Inspector - Inspects, tests, and adjusts airplane navigational and control instruments. Examines pressure instruments of an airplane. Tests the equipment using devices such as pressure gauges and voltmeters. Connects instruments to flight simulation equipment to determine the instrument meet specifications. Fills out rejection tags for defective instruments.	$13,000 to $16,999	Grade twelve plus Apprenticeship (2-5 years)	Aircraft Electrician
Dairy Processing Equipment Operator - Sets up and operates continuous flow or vat-type equipment to process milk, cream, and other dairy products. Connects pipes and assembles equipment parts. Starts pump and observes gages. Tests products at various stages of processing.	$13,000 to $16,999	Eight to eleven years education	Direct entry level job

BUSINESS DETAIL

These people like to work with people. They also like organized activities that pay attention to detail. They may type, file or use office machines. Others may answer questions, fill orders and handle complaints.

Some occupations are:
Bank Teller, Cashier, Computer Operator, Driver's License Examiner, File Clerk, Medical Records Clerk, Postal Mail Carrier, Secretary, Stenographer.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Tax Preparer - Prepares income tax return forms for individuals and small businesses. Reviews financial records, expense records and income statements to determine what forms need to be filled out. Interviews clients to get more information on their income and expenses. Computes figures to determine how much money is owed in taxes. Uses adding machines or computerized income tax program to prepare income tax statement.	$9,000 to $12,999	One to two Community College, Vocational/Technical Institute	Accounting Operations
Medical Record Technician - Keeps permanent medical records of patients in a health care delivery system. Assigns a code number to all medical procedures (such as X-ray and testing) as related to patient's condition and treatment. Compiles statistics and records. May use a computer to store and retrieve coded information.	$9,000 to $12,999	One to two Community College, Vocational/Technical Institute	Medical Records Technology & Administration; Health Unit Coordinating
Insurance Claim Examiner - Reviews settled insurance claims to determine that payments and settlements have been made in accordance with company practices and insures that adjusters have followed proper methods. Reports irregularities. Confers with legal counsel.	$17,000 to $21,999	High School graduation or two to four years Community College, Vocational/Technical or University	Insurance Marketing & Risk Management
Legal Secretary - Prepares legal papers and correspondence such as summonses, complaints, motions and subpoenas. Is familiar with legal terminology, procedures and documents. May review legal publications. May set appointments for, and work under direct supervision of attorney. May use a computer to prepare correspondence.	$17,000 to $21,999	One to two years Community College, Vocational/Technical Institute	Secretarial & Legal
Teacher Aide - Supervises students at play, in the classroom, cafeteria or on field trips. Arranges classroom materials and assists teacher with classroom projects. May tutor or assist students in learning class material. May operate audiovisual equipment, record grades or assist teacher with material preparation.	$9,000 to $12,999	High School graduation or one or two years Community Colleges, Vocational/Technical Institute	Teacher Education, General Programs & Assisting

PERSUASIVE

These people like influencing others to buy things. They like to motivate and communicate with people. They may sell in stores, offices or customer's homes. Some may do legal work, business negotiations and advertising.

Some occupations are:
Manufacturer's Representative, Real Estate Sales Agent, Sales Representative (Computer), Salesperson (Women's Apparel), Travel Agent.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Retail Sales Person - Sells a variety of products to customers in such places as department stores, drugstores, and grocery stores. Shows items to customers and helps them decide what to buy. May stock shelves, package purchases and take payment.	$9,000 to $12,999	High School graduation or less than one year Community College, Vocational/Technical Institute	Retailing
Insurance Sales Agent - Sells or advises clients on life, automobile, homeowners' and other types of insurance. May work as an independent insurance broker or may be employed by an insurance company. May use a computer to maintain client files, keep track of changes in clients' policies, or prepare reports.	$13,000 to $16,999	One to two Community College, Vocational/Technical Institute	Insurance Marketing & Risk Management
Technical Sales Worker or Service Advisor - Sells products that require a technical knowledge of the product and its use. Must be able to understand client needs and shows how their products will meet those needs. May travel and assigned territory, show samples, demonstrate product, and take orders.	$13,000 to $16,999	High School graduation or one or two years Community College, Vocational/Technical or University	Industrial Sales Marketing
Wholesale & Retail Buyer - Buys goods for resale in wholesale and retail stores. Attends fashion and trade shows and visits showrooms to select merchandise. Also arranges for goods to be shipped and approves payments for orders received.	$17,000 to $21,999	Three to five years University (undergraduate degree)	Contract Management & Procurement/Purchasing; International Marketing; Wholesaling
Financial Planner - Conducts analysis of investments made by businesses or individuals to see which have the best potential for profits in the future.	$17,000 to $21,999	Undergraduate Degree	Banking & Finance

ACCOMMODATING

These people like helping people to feed at ease in unfamiliar settings. They like showing patience and working closely with others. They may work in hotels, restaurants, and airplanes. Others enjoy improving the appearance of others by doing hair, nails or makeup.

Some occupations are:
Barber, Bartender, Bus Driver, Cruise Director, Flight Attendant, Funeral Attendant, Masseur or Masseuse, Social Director, Waiter or Waitress.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Food Counter Worker - Serves food in places that offer fast service or special food delivery. Some work in carry-outs, soda fountains, and cafeterias. Takes food orders, serves food and drinks and may take payments. May serve in hotels or hospitals.	$9,000 to $12,999	Eight to eleven years education	Waiter/Waitress and Related Services; Food Production, Management & Services; Chef/Cook, Food Service
Taxi Driver - Drives cars, taxicabs, limousines, or hearses. May work for themselves or for a company. May transport passengers or cargo. May drive delivery service vehicles. May drive newly assembled cars to shipping areas.	$9,000 to $12,999	Eight to eleven years education	Truck & Bus Driving
Guide - Escorts individuals or groups on trips, cruises, tours, hunting or fishing trips, etc. Others escort people around a city or on tours through museums and other places of interest. May make travel arrangements.	$9,000 to $12,999	No standard education requirements	Hospitality & Recreation Marketing; Tourism
Counter or Rental Clerk - Takes orders for services such as rentals, repairs, dry cleaning, and storage. May work in a coin laundry, car rental agency, video rental store, grocery store, food services, or post office. Must be knowledgeable of store's policies, services and prices. May compute cost and take payment.	$8,999 (up to $4.60 per hour)	High School or less than one year Community College, Vocational/Technical Institute	Retailing
School Bus Driver - Takes students to schools in the morning and return them to their bus stop location at the end of each school day. Maintains order during the trip and follows safety rules when loading and unloading students.	$13,000 to $16,999	Nine to twelve years education	Truck & Bus Driving

HUMANITARIAN

These people like helping others with physical, mental, vocational, or spiritual concerns. Some work in religion or counseling. They also work in therapy or rehabilitation fields.

Some occupations are:
Child Carer Aide, Clergy, Electrocardiography Technician, Psychologist, Radiological Technologist, Social Worker.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Teacher, Preschool - Instructs children in activities designed to promote social, physical, and intellectual growth in preparation for primary school. Supervises field trips and play time. Plans activities to promote learning and good self-control.	$9,000 to $12,999	Two to four years Community College, Vocational/Technical Institute or University	Bilingual/Cross-cultural Education; (Pre) Elementary & Teacher Education, General Programs; Child Development, Care & Guidance
Registered Nurse - Observes and records symptoms, reactions, and the progress of patients. Gives medicine and drugs to patients and instructs them and their families in proper health care.	$22,000 to $26,999	Two to four years Community College, Vocational/Technical Institute or University	Nursing, General; Anesthetist; Maternal/Child Health; Medical Surgical; Psychiatric/Mental Health; Public Health (Nursing)
Physician's Assistant - Works under direct supervision of physician in treatment of sick or injured patients. Provides treatment for cuts, broken bones or burns.	$17,000 to $21,999	Two to four years Community College, Vocational/Technical Institute or University	Physician Assisting
Home Health Aide - Cares for elderly, convalescent, or handicapped persons in their homes. Helps them into and out of bed or a wheelchair. May help with simple exercises.	$17,000 to $21,999	Less than one year Community College, Vocational/Technical Institute	Nursing Assisting; Home Health Aide; Community Health Work
Physical Therapy Assistant - Helps with therapeutic exercises. Gives ultrasound, electrical stimulation, ultraviolet, infrared, and hot and cold pack treatments. Works under the direction of physical therapists. May give instructions to patients in crutch usage.	$27,000 to $32,999	One to two Community College, Vocational/Technical Institute	Physical Therapy Aide & Assisting

SOCIAL/BUSINESS

These people like leading and influencing others through verbal and numerical abilities. They also like to motivate and persuade people. Some work in administration or management. Others may prefer technical detail and work in finance or law. They also help others to learn in colleges, libraries, or other educational settings.

Some occupations are:
Education Specialist, Funeral Director, Hotel/Motel Manager, Lawyer, Legislative Assistant, Librarian, Principal, Reporter, Teacher, Data Processing Manager.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Psychologist - Studies the ways people behave and think. May do research and/or conduct lab experiments. May conduct individual and group counseling sessions; evaluate mental and emotional disorders of individuals. May do market research.	$27,000 to $32,999	Five or more years University	Psychology-Clinical, Personality, Physiological, Social, Developmental, Experimental & Quantitative; Psychometrics; Psychopharmacology
Legal Technician - Assists lawyers and others in the legal field. Searches for public records and prepares lists or summaries of legal documents. Helps lawyers prepare drafts of legal documents such as briefs, wills, contracts, sworn statements. Also called Legal Assistant and Paralegal Assistant.	$17,000 to $21,999	One to two years Community College, Vocational/Technical Institute	Legal Assisting
Education Administrator - Plans and coordinates educational activities of colleges, universities, vocational-technical, post-secondary, or elementary schools. Cooperates with business, civic, or other organizations to develop curriculums to meet the needs and interests of students. May plan budgets and in-service training. May provide or coordinate training in private businesses.	$22,000 to $26,999	Five or more years University	Higher, Adult & Continuing, Elementary & Secondary, and Community College Education Administration; Educational Supervision
Personnel, Training and Labor Relations Specialist - Makes sure that workers and work activities are handled according to set procedures. Personnel specialists recruit, select, and place workers. Labor relations specialists help develop, interpret and enforce union contracts.	$17,000 to $21,999	Undergraduate degree	Human Resources Development; Labor/Industrial Relations; Organizational Behavior; Personnel Management
Food Service Manager - Manages businesses that serve food such as cafeterias and restaurants. Determines the types and amounts of goods and services to be sold. Hires and supervises staff, plans budgets. Handles customer and worker complaints.	$22,000 to $26,999	Two to four years Community College, Vocational/Technical Institute or University	Hotel/Motel Management, Recreational Enterprises, Resort Management, Restaurant Management, Institutional Management; Food Marketing.

PHYSICAL PERFORMING

These people compete in professional sports, coach or officiate at games. Some workers in this area may work at ski resorts or athletic clubs.

Some occupations are:
Coach, Professional Athlete, Scout (Professional Sports), Automobile Racer, Stunt Performer, Umpire.

Title - Description	Beginning Annual Earnings	Education Level	High School or Post-secondary Subjects to Take
Golf Course Ranger - Patrols golf course to prevent unauthorized use of facilities. Keeps play running smoothly by advising players to speed up or slow down to avoid traffic on greens.	$17,000 to $21,999	High School Graduation	Direct Entry
Professional Athlete - Participates in professional competitive athletic events, such as football, boxing, tennis, or hockey to entertain sports fans. Exercises and practices long hours to train for the sport. Follows rules and regulations.	$40,000 to $49,999	High School Graduation or two or four years Community College, Vocational/Technical Institute or University	Physical Education
Coach - Analyzes performance and instructs athletes in game strategies and techniques. Prepares them for competition. Coaches players individually or in groups. Demonstrates techniques. Oversees the daily practices	$17,000 to $21,999	Undergraduate degree	Physical Education

Environmental Crossword Puzzle

ACROSS

1. One who enforces laws concerning animals.
2. One who uses special tools and techniques to clean [illegible] and store specimens for museum display.
3. One who studies the science of cultivating pl[illegible]
4. A scientist who specializes in hereditary trai[illegible]
5. One who buys the harvest from farmers for [illegible]o pro[illegible] plants.
6. One who provides medical service to e[illegible] or p[illegible] who become ill or suffer an accident at a sto[illegible]y or other establishment.
7. One who cuts and transports timber
8. One who escorts a group of people t[illegible]n industrial p[illegible] and explains what is taking place.
9. One who is an expert on the ocean.
10. A person who gets rid of unwanted anim[illegible]s or [illegible]
11. A scientist who specializes in studying [illegible]g pl[illegible]
12. One who interviews property holders an[illegible] claim[illegible] resulting from prospecting or drilling for oil.
13. A person who studies all living things.
14. The person in charge of protecting our public lands.
15. One who catches fish to earn a living or for sport.
16. A person who works for protecting the natural environment.
17. One who studies the features of our earth and its effect on human activities.
18. A person who insures that laws have been enforced.

DOWN

1. One who works to cultivate plants or animals on land.
2. A scientist who specializes in chemistry.
3. [illegible] who does routine tests to analyze changes in nature.
4. [illegible]o works for preserving natural resources.
5. On[illegible] and coordinates community programs such as sports [illegible]ivities[illegible]lance, arts & crafts, nature study and games.
6. [illegible]awyer[illegible]ractices a new area of law dealing with ecological [illegible]ues.
7. A perso[illegible]o [illegible]llects trash and hauls it to appropriate dumping sites.
8. [illegible]o a[illegible]s animals in producing offspring.
9. [illegible]newh[illegible]udies [illegible]croscopic biological samples.
10. [illegible]nimals.
11. [illegible]who [illegible]ies earthquakes.
12. [illegible]phs newsworthy events, locations or people to [illegible]pare[illegible] news story.
13. [illegible]no o[illegible]serves participants in a sporting event to see if rules are [illegible]llowe[illegible]
14. [illegible] one or more sciences.
15. On[illegible] provides care and administers medication and treatment to pa[illegible]n a hospital, office or clinic.

ANSWERS TO CROSSWORD PUZZLE

ACROSS: 1. Game Warden. 2. Museum technician. 3. Horticulturist. 4. Geneticist. 5. Grain Buyer. 6. Occupational health nurse. 7. Lumberjack. 8. Plant guide. 9. Oceanographer. 10. Exterminator. 11. Botanist. 12. Petroleum Claim Agent. 13. Biologist. 14. Forest Ranger. 15. Fisherman. 16. Environmentalist. 17. Geographer. 18. Inspector

DOWN: 1. Farmer. 2. Chemist. 3. Technician. 4. Conservationist. 5. Recreation Specialist. 6. Environmental Attorney. 7. Garbage Collector. 8. Breeder. 9. Microbiologist. 10. Zoologist. 11. Seismologist. 12. Photojournalist. 13. Umpire. 14. Scientist. 15. Nurse

To Do Or Not To Do... That Is The Question

We make many decisions daily, often without any real analysis of our problem, or without first searching for alternative courses of action. This page will help you learn a good way to make decisions.

Five basic steps to follow when making a decision:

1. What is the problem?
2. What are some possible solutions?
3. What are the possible outcomes from each solution?
4. Pick a solution and try it.
5. Look at the results and pick a new solution if the first one doesn't work.

Your Choice

You have some of these decisions to make every day. Choose the five most important decisions you feel you will face and why they are important. Follow the five basic decision-making steps above.

1. Whether to rise early or not
2. To brush teeth and wash face or sleep longer
3. What clothes to wear
4. Whether to eat breakfast or meet the group early
5. Talk with my friends in front of school or look over my notes for a math test first hour
6. To cheat on my math test or make it on my own
7. To sleep in study hall or keep an appointment with my advisor to make plans for next semester courses
8. To take Shop or French next semester
9. To eat lunch at school or try to make it to McDonalds' without getting caught
10. To ride the bus home or walk with friends
11. To give my speech today or try to get out of it until tomorrow
12. To play tennis after school or clean the garage
13. To go to a party Saturday night or to the baseball game with Dad
14. To watch a special on TV or study for a science test
15. To go to bed or listen to tapes or CD's

Decision # **Why**

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

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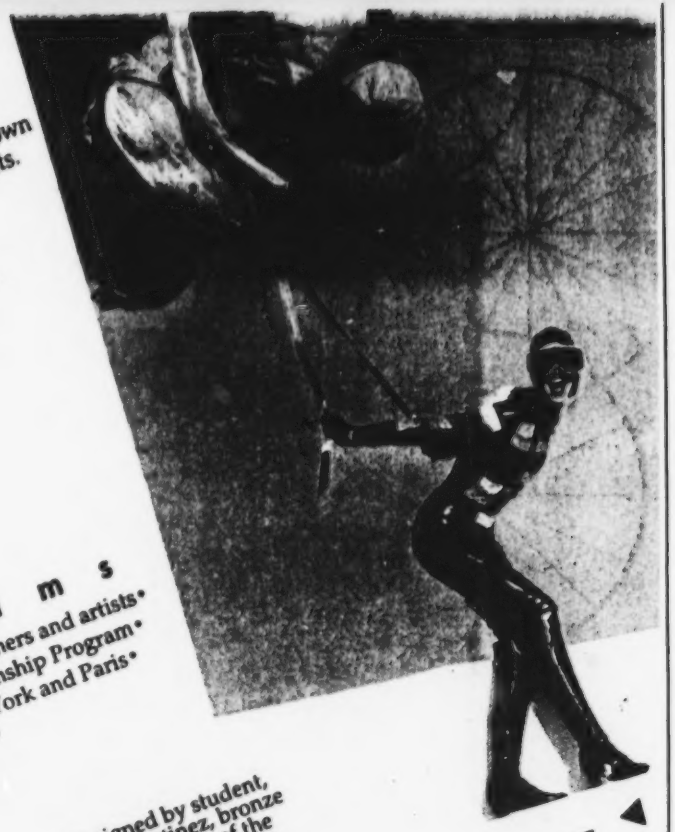

Designed by student, John Martinez, bronze award winner of the Concours des Jeunes Createurs de Mode, PARIS, FRANCE

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